

EXPLANATION TO BIDDERS:

Each Vendor shall examine the Bidding Documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The Owner will not be responsible for oral clarifications.

No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board.

Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

PREPARATION AND SUBMISSION OF BID:

Each Vendor shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Vendor. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 488-6949 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

MINORITY BUSINESS ENTERPRISE PARTICIPATION

It is the policy of the Leon County Board of County Commissioners to institute and maintain an effective Minority Business Enterprise Program. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit M/WBE participation in our procurement process.
2. Established goals designed to increase M/WBE utilization.
3. Provide increased levels of information and assistance available to M/WBEs.
4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors.

The successful bidder shall meet or exceed the following MBE participation levels for this project, except when the County Good Faith Committee approves an exception to any goal. *It is to be understood that this will be a contractual provision for this project.*

< Composite Goal 21% >

For additional information regarding Leon County's Minority Business Enterprise Policy or any technical assistance, please contact Agatha Muse-Salters, Leon County M/WBE Director, at (850) 488-7509; FAX (850) 487-0928; E-mail saltersa@mail.co.leon.fl.us. The M/WBE Office will provide a listing of certified M/WBEs available to assist bidder(s) in achieving the indicated goals.

Required as part of all bid submittals for this project, all bidders are required to complete an M/WBE Participation statement acknowledging the Leon County M/WBE policy, documenting any and all efforts made to obtain MBE/WBE participation, and the level of MBE/WBE participation achieved. In addition, non-MBE bidding firms unable to achieve the requested MBE/WBE participation percentage shall further demonstrate, through a statement of "good faith," that every reasonable effort has been made to achieve the requested percentage. Any "Good Faith Statement" provided by a bidder shall follow the requirements of the Florida Statutes for good faith. M/WBE firms must provide proof of their certification.

The Contractor shall establish a monthly reporting system of the work done by and payments made to certified minority business enterprises as a part of this project. The reports shall detail each invoice submitted to the County and a break down of payments to all subcontractors therein by M/WBE classification.

BID GUARANTEE:

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The Owner reserves the right to hold the Bid Guarantee of the Bidders until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of this contract and may be forfeited due to non-performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful vendor will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the Owner for the full amount of the default.

PURCHASES BY OTHER PUBLIC AGENCIES:

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

PERFORMANCE BOND:

A Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the successful Contractor prior to contract execution. Also, a payment and material bond for the contract amount shall be supplied by the Contractor at the same time. Performance, Payment, and Material Bonds are subject to approval by Leon County. Surety companies shall have a Best rating of A VIII or better. Bond Forms shall comply with Florida Statute 255.05.

Performance and Payment and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond must contain a clause stating the following: